

This is in referenced to admended reports filed September 23, 2009, and the request for additional information of August 18, 2009

At least three attempts are made to collect employment information (which is on-going) in the following manner:

A- All contributions forms/envelopes are either mailed with each solicitation request or given out at fundraisers.

B- At public event (fundraisers) announcements are made requesting completed donor information (full name, address, employment information) on the designated contribution request form (see below). Campaign staff is made available to provide assistance in completing contribution forms and the collection of this information.

C- A first attempt to collect missing employment information is made by either a telephone call or email upon office review and receipt of the contributions where that type of information is available for follow-up. This is normally done within three (3) business days of receipt of the initial contribution (from events or mail ins). A second attempt is made within ten (10) days of the office's receipt of contributions that are missing information by local fundraising staff which is logged in the donor contribution file.

D- A follow-up letter (see below) is mailed at the thirty (30) day mark along with another contribution form requesting the missing information.

E- As collecting this missing employment information is an on-going effort which is data entry upon receipt of new information. Notes are made in the donors file by local fundraising staff and reported in amended statements during the reporting cycle.

F- All of our contribution forms contain the informational disclaimer and the written request for the full contributor's information. This is done from the point of the original solicitation of the contribution, to the follow-up letters.
